



# YEALMPTON PRIMARY SCHOOL

STRAY PARK, YEALMPTON, DEVON PL8 2HF

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Headteacher: Ms Louise Young

6<sup>th</sup> September 2017

Dear Parents

To help support our environment and also to help improve communications, we shall be changing our procedures by emailing letters to parents instead of printing hard copies starting from Monday 18<sup>th</sup> September. To implement this new procedure please could you supply us with the email address you would prefer us to use for all correspondence by indicating on the tear off slip below and **returning to school by Monday 11<sup>th</sup> September.**

Part of the new procedure will be to alert parents of any letters by sending a text message on the day so that you are aware to check your emails. Please could you inform us by indicating below any changes to mobile numbers in order that the system can work effectively?

If you do not have an email address and need to continue to receive a hard copy of any school letters please indicate by placing a tick in the box below. The only change to this new procedure would be if a response was required from parents, then a letter would be sent to you in hard copy format.

We hope this new system will be an improvement for both the school and parents with the added benefit of being environmentally friendly.

Kind regards

Louise Young  
Head teacher

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Child's name \_\_\_\_\_ Class \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile \_\_\_\_\_

I do not have an email address and would like to continue to receive hard copy letters

Signed \_\_\_\_\_

**Please return by Monday September 11<sup>th</sup>. Thank you.**